



## Meeting - Environmental Improvement Commission

January 9, 2017, 6:00 PM

Westmont Public Library, 428 N Cass Ave, Westmont, IL 60559

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### Meeting Minutes - Final

1. Call To Order

Kim Lombardozzi called the meeting to order at 6:10 pm.

2. Roll Call

In attendance: Glenn Gabryel, Mary Gabryel, Kim Lombardozzi, Brittany Smith (departed 7:50), Tyler Tieche (arrived 6:15) and Bob Van Hyfte. Absent: Erin Kennedy, Mary McAuliffe, Staff in attendance: Jon Yeater (Liaison) and Jill Ziegler (Community Development Director).

On January 5, 2017 Mayor appointed Kate Johnson to the commission for a 3 year term. Also, on January 5<sup>th</sup> the Mayor re-appointed the commissioners with terms running 1-3 years.

Three residents in attendance.

3. Pledge of Allegiance

Led by Kim Lombardozzi

4. Meeting Minutes

December 5, 2016 regular meeting minutes

**Motion was made by Bob Van Hyfte to approve the December 5<sup>th</sup> meeting minutes. The motion was second by Brittany Smith and unanimously approved by voice vote.**

5. Reports

a. Special Presentation-Conservation Foundation-Conservation in our Community

- Jim Kleinwachter, Conservation Foundation provided an overview of the Conservation in our Community program.

- Jim Kleinwachter will be making a presentation on February 23<sup>rd</sup> at the library as part of the Earth Month Series.



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b. Climate Action Plan

- No updates at this time.
- Next meeting Monday, January 16 at 6pm

c. Earth Month Guest Speakers – Arbor Day Contest

- Speaker series is being finalized and will be published in early February
- Forest Preserve District of DuPage volunteered to provide us seed packets. They are hosting a native plant sale May 12-13
- Arbor Day Contest theme Gifts Trees Give Us. Contest winners will be recognized at a reception on April 29<sup>th</sup>.

**Action Items:**

- **Kim Lombardozi to update the village website with Earth Month Speakers and pick up seed packets from DuPage Forest Preserve**
- **Mary Gabryel to work on Arbor Day Contest press release and sign-up form.**

d. ComEd Smart Meter Program

- ComEd is still working on installation throughout the community

e. Community Recycling Containers Proposal

- Glenn Gabryel contacted Ms. Naneil Newton, Downers Grove Deputy Village Manager and was referred to her associate Mike Baker regarding the Village of Downers Grove Downtown Recycling Program. Mr. Baker reported the following:
  - Program initiated April 2016.
  - Collection initiated with Republic Services via a contract amendment created when the regular waste collection contract was extended
  - There are 15 containers placed in the downtown area, painted visibly. These were not new; they were transferred from the parking deck location.
  - Each recycling container has a standard trash container nearby.
  - There is no special signage for the recycling containers however Downers Grove did create a public information UTube video
  - The cost is \$850 / month for 2X pick-ups.
  - No problems of note have been encountered so far.
  - Requested supplementary information regarding the program utilization rate / tonnage picked up so far. Glenn will inquire again if the EIC decides to proceed with a similar arrangement.
- Jon Yeater reported the public works department is exploring using existing trash containers painted blue and adding recycle signage to place in a test area starting in spring.

**Action Items:**

- **Mary Gabryel to send link for the Downers Grove youtube video to commission members and residents in attendance.**
- **Jon Yeater to coordinate a press release when recycling containers are installed in the test area.**

f. Holiday Lights Recycling

- With the addition of signage "Holiday String Lights Only" the amount of unwanted materials has gone down.
- Collection continues thru January 31

**Action Items:**

- **Jon Yeater to obtain results of the collection for February/March meeting**

g. Richmond Education Gardens and Apiary Project and Fundraisers

- John Yeater and Jill Ziegler provided an overview of the project
- Presentations have been made to the Lions Club and one is in the work with the Knights of Columbus
- Applying for a grants
- Project cost estimate \$150,000
- Donations can be made with the Amazon Smile Program
- Brick purchase program in the planning stage
- DJs, Whole Foods and Standard Market fundraisers in process

6. Old Business

a. 2017 Strategic Planning Session: Goals and Priorities

- See Exhibit A

b. Volunteer Waivers

- Steve May, Village Manager provided information regarding volunteer waivers. Information was shared with the EIC commissioners.
- Whereas the Village maintains liability coverage for volunteers through the Intergovernmental Risk Management Agency (IRMA), this covers the 'appointed' volunteers. Covered activities are not defined so we will need to use our best judgement only with activities where the EIC is representing the Village of Westmont. When volunteers (or participants are invited, we have general waivers of liability and Hold Harmless Agreements. There are many permutations of forms depending on the event.
- In the next few weeks, examples of the waivers will be supplied to the EIC.

c. Village Email Address Update

- Going forward all communication will be via the Westmont.il.gov addresses.

**Action Item:**

- **Some Commissioners currently not set up, needs to accomplish this by the end of the month.**

d. Schedule for Rotating Meeting Chairperson

- A schedule was shared with EIC for each member to be responsible twice per year if the chairperson is not available to chair assigned meeting. (See Exhibit B)

7. New Business

a. 2017-18 Budget

**A motion was made by Glenn Gabryel and second by Bob Van Hyfte to recommend a budget for \$24,250 be presented to the Westmont finance department for inclusion in the upcoming fiscal year budget – Exhibit C. The motion was unanimously approved by voice vote (Brittany Smith not in attendance to vote.)**

b. Fees – Earth Day Speaker Series

In support of our 2017 winter – spring library community information series, the EIC is asked to consider approval of an honorarium fee in the amount of \$150 plus travel expense not to exceed \$25.00, in order to engage a guest speaker from the Midwest Pesticide Action Center. The subject will be “Natural Lawn Care”.

**Motion was made by Glenn Gabryel to approve an honorarium fee not to exceed \$175 (including travel expenses) to Midwest Pesticide Action Center. The motion was second by Mary Gabryel and unanimously approved by voice vote (Brittany Smith not in attendance to vote).**

c. Banners – Earth Day Speaker Series

**Motion was made by Kate Johnson to approve having four banners created to promote the Earth Day Speaker Series at a cost not to exceed \$225. The motion was second by Bob Van Hyfte and unanimously approved by voice vote.**

**Action Items:**

- **Jon Yeater to coordinate with the Westmont Public Works department creating the banners and locations to hang the banners.**

8. Misc. / Action Plan

- Next meeting Monday February 9<sup>th</sup>. Waste Management will be making a presentation.
- Jon Yeater presented to idea to have the EIC purchase a Chamber of Commerce Banner at a costs no to exceed \$100.
- Jon Yeater reported that Maercker School District 60 is having a science fair on Saturday, January 28<sup>th</sup>.
- Jon Yeater also reported on the village program of Daily Facts and is looking for information to post.
- The three residents in attendance expressed interest in the EIC exploring curbside and multifamily food compost recycling.

**Action Items:**

- **Please forward to Mary Gabryel no later than January 20<sup>th</sup> any questions they would like Waste Management to cover in their presentation.**

9. Adjourn

**Motion to adjourn was made by Kate Johnson and second by Tyler Tieche and unanimously approved by voice vote. (Brittany Smith not in attendance to vote.) Meeting adjourned at 8:34 pm.**

## Meeting - Environmental Improvement Commission

December 5, 2016, 6:00 PM

Westmont Public Library, 428 N Cass Ave, Westmont, IL 60559

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### Meeting Minutes - Final

1. Call To Order

Kim Lombardozzi called the meeting to order at 6:10 pm.

2. Roll Call

In attendance: Glenn Gabryel, Mary Gabryel, Kim Lombardozzi, Brittany Smith, and Bob Van Hyfte. Absent: Erin Kennedy, Mary McAuliffe and Tyler Tieche.

Village staff in attendance: Steve May (Village Manager) Jon Yeater (EIC Liaison).

3. Pledge of Allegiance

Led By Kim Lombardozzi

4. Consent Agenda

Kim Lombardozzi addressed the commission on this agenda item:

- a. September 12 regular meeting minutes
- b. September 15 waste collection report
- c. September 19 special meeting minutes
- d. October 3 regular meeting minutes
- e. November 28 special meeting minutes

**Motion was made by Brittany Smith to approve the consent agenda. The motion was second by Glenn Gabryel and unanimously approved by voice vote.**

5. Reports

- a. Special Presentation - Richmond Education Gardens and Apiary Project and Fundraisers
  - Dan Ungerleider, Clarendon Hills Community Development Director provided an overview of the Richmond Education Garden and funds raised to date. This is a joint project between Clarendon Hills and Westmont. The design phase should be completed in January.

Currently the garden has 3 bee hives. More garden details and current community partners can be found at

<http://www.clarendonhills.us/170/Richmond-Education-Gardens>

- \$50,000 funds raised and a \$10,000 grant from ComEd/Openlands. Projected project costs are \$140,000. A ground breaking is planned for Earth Day, April 22<sup>nd</sup>. Smile.Amazon.Com is available to support the garden by selecting Clarendon Hills Park Foundation.
- Jill Ziegler (Westmont Community Development Director) and Jon Yeater have made Richmond Garden presentations at the Westmont Park District, Lions Club and Rotary (12/6 presentation). Jill Ziegler applied for a \$40,000 grant from the US Council of Mayors.
- Richmond Education Garden Facebook page is available for post related education information and events
- Contact Jill Ziegler or Jon Yeater if you are interested in volunteering for fundraising, brick purchase program and etc.

b. Village Manager Report

Steve May, the Village Manager addressed the EIC on the following:

- Jon Yeater appointed as the EIC liaison.
- The EIC commission authorized under village code with terms of 3 years. Terms expire for several members on January 1. To rotate terms, members will have a length of appointment of 1, 2, or 3 years when appointed at a January 2017 Village Board Meeting.
- The commission currently has one vacant position that the mayor hopes to fill in January 2017.
- The duties of the EIC include research and development proposals and recommendations to the village board concerning how to deal with environmental matters with local impact such as solid waste, mosquito abatement, climate action plan, Richmond Education Gardens and Apiary and other programs on a local level for the village to do its part to improve the global ecology.

c. Climate Action Plan

- No updates at this time

d. Presence at Community Events

1. Pumpkin Smashing: Mary Gabryel, Glenn Gabryel and Tyler Tieche worked this event with the village staff.

2. Pumpkin Composting

Scarce reported 56 tons recycled in IL of which Westmont represented 2.7% if this collection or 1.5 tons.

e. ComEd Smart Meter Program

Installations of smart meters are in process. Residents do not need to be home for the installation.

f. Community Recycling Containers Proposal

A request was made of the EIC to make recommendations on types of recycling containers for the downtown area as a pilot case.

**Action Items:**

- **Glenn Gabryel to contact Downers Grove to get information on their downtown recycling program**
- **Bob Van Hyfte to contact Westmont Special Events and/or Rotary and prepare a report on suggestions for special event recycling.**

g. Budget Update

Discussion of expenditures for the balance of 2016-17 fiscal year and suggestions for the 2017-18 fiscal year budget. EIC plans to review suggestions and make a recommendation to the village staff to include in 2017-18 budget at the January 9<sup>th</sup> meeting.

6. Old Business

No items at this time

7. New Business

a. 2017 Goals & Priorities

Hold for discussion at the January 9<sup>th</sup> meeting.

b. Earth Month Guest Speakers - Arbor Day Contests

- Recommendations for Earth Month Speakers due to Brittany Smith on December 15<sup>th</sup>
- EIC in agreement to hold the 2<sup>nd</sup> Annual Arbor Day Contest

**Action Items:**

- **Obtain Earth Month Speakers**
- **Mary Gabryel to begin work on planning Arbor Day Contest**

8. Misc. / Action Plans

- a. Vice Chair vs Rotating Sub  
**Motion was made by Bob Van Hyfte to have a rotating EIC meeting chairperson substitute. The motion was second by Glenn Gabryel and unanimously approved by voice vote.**
  
- b. Volunteer Waivers  
  
**Action Item:**  
**Steve May to get us information and sample waivers**
  
- c. EIC Vacancy  
Candidate has been identified and interview scheduled with the Steve May and the mayor in the next 10 days.
  
- d. Village email address
  - Reminded EIC that they should use their Westmont.il.gov address for all EIC matters  
**Action Item:**
  - **Erin Kennedy and Tyler Tieche need to get email addresses set up.**
  
- e. Future Richmond Education Garden Fundraiser  
**Action Item:**
  - **Brittany Smith to contact Neat Kitchen and Bar about hosting a fundraiser**

9. Adjourn

**Motion to adjourn was made by Bob Van Hyfte and second by Glenn and unanimously approved by voice vote. Meeting adjourned at 8:29 pm.**

## **Exhibit A – January 9, 2017 EIC Meeting 2017 Goals & Priorities**

### **Goals – Steps to Achieve- How to Improve Customer/Resident Delight**

#### **CAP NOTES**

1. complete CAP  
by 12/2017????  
When... name steps to get this completed
2. Keep it simple and realistic  
by... When...
3. Consider all stakeholder views and provide value  
By... When...
4. Living document  
By... How/when...
5. Accessible to public/Mailer  
By... When...

#### **EVENTS NOTES**

1. Pumpkin composting or any other event we create, Increase resident awareness/engagement  
By reaching out to churches  
By printing more banners and featuring them in prominent areas – less words  
By creating a video  
By creating a posting area in the train station for events – display case  
By contacting school environmental clubs  
When at least 1 month before the event

## **Exhibit B - January 7, 2017 Meeting**

### **EIC Rotating Meeting Chairperson Schedule**

<b>Person</b>	<b>Potential Meeting to Chair</b>
Glenn Gabryel	Jan 2017
Erin Kennedy	Feb 2017
Mary McAuliffe	Mar 2017
Brittany Smith	Apr 2017
Tyler Tieche	May 2017
Kate Johnson	Jun 2017
Bob Van Hyfte	Jul 2017
Glenn Gabryel	Aug 2017
Erin Kennedy	Sep 2017
Mary McAuliffe	Oct 2017
Brittany Smith	Nov 2017
Tyler Tieche	Dec 2017
Kate Johnson	Jan 2018

**Exhibit C - EIC January 7, 2017**  
**Westmont Environmental Improvement**  
**2017-18 Proposed Budget**

Advertising	
250 Banners / Signage	
500 Banners / Signage Richmond Education Gardens	
Printing and Binding	
250 Promotional Materials	
Training	
250 Guest Speakers	
Conferences	
250 Seminars/Education/Conferences	
Misc. Services	
750 Special Recycling Events	
500 Programs/Contests	
20,000 Richmond Education Garden Fundraising (Note A)	
500 SCARCE	
1,000 Conservation Foundation	
<b>24,250</b> Total Budget	

Note A - Anticipate these costs will be reimbursed from funds raised